

SCHEME OF ASSESSMENT AND PROMOTION POLICY (2025-26)
CLASSES III - V

CLASSES I and II

The Scheme of Assessment is under review

CLASSES III to V

ATTENDANCE

- Every student must have a minimum of 75% attendance, failing which he/she will not be allowed to sit in the final examination.
- Please discourage the student from missing an exam unless on grounds of extreme emergency like death of immediate family member, a contagious disease, fracture etc. for which a medical certificate /prescription from a certified medical practitioner and supporting medical reports must be submitted **within 3 working days of the absence.**
- 3rd language wherever applicable, will be assessed.

PATTERN OF EXAMINATION FOR CLASSES III to V:

EXAMINATION	ENG/HIN/MAT/ WORLD AROUND US	ICT/AI	G.K.	DURATION OF EXAM
PT-1	Pen Paper Test 20 Marks	--	--	1 Hour + 5 Minutes of Reading Time
Mid Term Exam	Pen Paper Test 50 Marks	<u>M.M : 50</u> 20 Marks (Theory) 30 Marks (Practical)	M.M :50	2 Hours + 10 Minutes of Reading Time 1 Hour + 5 Minutes of Reading Time (For ICT/AI)
PT-2	Pen Paper Test 20 Marks	--	--	1 Hour + 5 minutes of Reading Time
Annual Exam	Pen Paper Test 50 Marks	<u>M.M : 50</u> 20 Marks (Theory) 30 Marks (Practical)	M.M :50	2 Hours + 10 Minutes of Reading Time 1 Hour + 5 Minutes of Reading Time (For ICT/AI)

COMPONENTS OF QUESTION PAPERS

Term Exam	Max. Marks	Duration	Competency Based Questions (MCQs, Case Based Questions, Source Based or any other similar type questions) (40%)	Objective Type Questions (20%)	Short Answer/ Long Answer Questions (40%)
Mid Term Exam	50	2 Hours	20	10	20
Annual Exam	50	2 Hours	20	10	20

Please note:

- The syllabus for the First Term and the Annual Examination will be distinct and independent.
- Question papers for both terms will align with the respective term syllabus.
- Both General Knowledge (GK) and ICT/AI will be classified as Co-Scholastic subjects.
- Attendance will be graded using the co-scholastic grading scale.
- Marks obtained in main subjects will be reflected in the report card.
- The grading scale for non-scholastic areas will also be included in the half yearly report card.

PROMOTION POLICY

Passing Criteria for Classes III - IV

The assessment pattern for Classes III and IV will follow the same format as that of Class V. However, promotion to the next class will be governed either by the State Government's detention policy / CBSE, which allows for one re-examination to be conducted within one month after the announcement of the main results.

Passing Criteria for Class V

To be declared "Pass" at the end of the session for promotion to the next higher class, a student must secure at least 33% marks in each subject studied by him/her during the session. He/she must secure overall 33% marks i.e., 33 marks out of 100.

The distribution of 100 marks is as follows: -

CONSOLIDATED PROGRESS CARD FOR PROMOTION TO THE NEXT HIGHER CLASS

PARTICULAR(S)	WEIGHTAGE(S)
Subject Enrichment	05 Marks
Portfolio	05 Marks
Multiple Assessment Tests	05 Marks
Project Based Activities	05 Marks
Unit Test/Periodic Tests (PT1 and PT2) <i>(Both the exams may be taken into consideration for final promotion of the student)</i>	05 Marks (2.5 Marks each)
* MID TERM EXAM (50 reduced to 25)	25 Marks
Annual Examination	50 Marks
TOTAL	100 MARKS

Grading of attendance will be followed to encourage regularity. The grading scale for attendance will align with the co-scholastic grading scale.

- ❖ Marks for internal assessments, such as multiple assessments, subject enrichment, and portfolios, will also be incorporated in the Half Yearly and Annual Report Card.
- ❖ The promotion to the next higher class will also be subject to the condition that a minimum of 25% marks be scored in each subject in the MID TERM (25 marks) plus Annual Examination (50 marks) i.e., 19 marks out of 75 in each scholastic subject.

GRADING SCALE FOR SCHOLASTIC AREAS (CLASS - III-V)
(School will award grades as per the following grading scale)

MARKS RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
0-32	E

❖ **Re-Examination**

A student who appears in the Annual Examination can be declared eligible for appearing at the Re-Examination in all the failing subject(s). Such a student will be eligible to appear in the subject(s) at a subsequent examination to be held within a period of 1 month from the date of declaration of the result known as the "Re-Examination".

Re-Examination will be conducted on the same syllabus and pattern as of Annual Examination.

Marks obtained in Subject Enrichment (05 marks) plus marks of portfolio (05 Marks) plus marks of marks of Multiple Assessment (05 marks) plus marks of Periodic Tests/Unit Tests (05 marks) & Mid Term Exam will be carried forward and added with the marks obtained by the student in the Re-Examination.

To be declared "Pass" in Re-Examination, a student will have to secure at least 25% marks in the subject(s) in which he/she has taken the Re-Examination i.e., 20 marks out of 80, provided that a minimum of 33 marks out of 100 marks are secured in total.

Criteria for Essential Repeat:

If a student does not secure at least 25% marks in the subject(s) in which he/she has taken the Re-Examination and minimum of 33 out of 100 marks in that subject(s) or does not appear in the Re-Examination, he/she will be placed in the category of "Essential Repeat" (ER).

A student of **Class V** who is not eligible for Pass, Promotion and placed in the category of "Essential Repeat" (ER) will be held back in the same class during the next session, in states where detention is applicable. In other states, RTE act to be followed.

Assessment of Co-Scholastic Areas

- A) Assessment of Co-scholastic areas of ICT/AI, GK, Work Experience, ART Education, Health & Physical Education, Attendance etc. and their grades will be as per the following 3-point grading scale.

GRADE	LEVEL OF PERFORMANCE
A	Outstanding
B	Very Good
C	Fair

Concordance Table for ICT/AI

GRADE	MARKS	LEVEL OF PERFORMANCE
A	41 & Above	Outstanding
B	20-40	Very Good
C	0-19	Fair

Missed Test / Exams

- A) Re-examinations will be conducted only in cases of medical emergencies, participation in competitions (on duty), or the demise of an immediate family member.
- B) Re-examinations will cover missed Annual Exams in the above circumstances, as well as for compartment cases.
- C) For any other exceptional situations, the decision will be made by the Head of the School.

D) Use of Unfair Means

Students found using unfair means will face strict disciplinary action. Their answer scripts will be nullified, and they will be provided with a new script, which will be the only one evaluated.

If a student is caught engaging in unfair practices during an examination, the exam will be immediately cancelled, and the student will be awarded a zero for that test.

This aligns with the school's Zero Tolerance Policy, applicable to all exams, including Periodic Tests, Unit Tests, Half-Yearly, and Mid-Term exams.

In the case of the Annual Examination, the student will be required to retake the affected subject.

It may be noted, the School Principal reserves the right to take additional disciplinary action, as deemed necessary in case of academic dishonesty.

SCHEME OF ASSESSMENT AND PROMOTION POLICY (2025-26)

CLASSES VI - VIII

ATTENDANCE

Each student must maintain a minimum of 75% attendance. Failure to meet this requirement will result in disqualification from appearing in the final examination.

Students should avoid missing exams except in cases of extreme emergencies, such as a contagious illness or a serious injury like a fracture. In such cases, a medical certificate or prescription from a certified medical practitioner, along with supporting medical reports, must be submitted within 3 working days of the absence.

COMPONENTS OF EXAMINATION QUESTION PAPER OF CLASSES VI TO VIII:

EXAMINATION	ENG/HIN/MAT/SCI/SOC. STUDIES			SANS/ FRN/GER	IT AND AI	G.K/ VE	DURATION OF EXAMINATION
		M.M	WEIGHTAGE(S)				
PT-1	Pen Paper Test	25	2.5	25 Marks	--	--	1 Hour + 5 Minutes of Reading Time
Mid Term Exam / PT-2 (as per CBSE nomenclature)	Pen Paper Test	60	30	60 Marks	<u>M.M:50</u> 25 Marks - IT 15 Marks - AI 10 Marks Practical	50 Marks	2.5 Hours + 15 Minutes of Reading Time (60 Marks Paper) 1.5 Hours + 5 Minutes of Reading Time (40 Marks Paper)
PT-3 (as per CBSE nomenclature)	Pen Paper Test	25	2.5	25 Marks	--	--	1 Hour + 5 Minutes of Reading Time
Annual Examination	Pen Paper Test	60	50	60 Marks	<u>M.M:50</u> 25 arks - IT 15 Marks - AI 10 Marks Practical	50 Marks	2.5 Hours + 15 Minutes of Reading Time (60 Marks Paper) 1.5 Hours + 5 Minutes of Reading Time (40 Marks Paper)

The marks for IT and AI will be shown on the Report Card but will not be included in the overall aggregate.

The Internal Assessment marks will be reflected in the Half Yearly and Annual Exam Report Card.

COMPONENTS OF INTERNAL ASSESSMENT AND WEIGHTAGES

Subject Enrichment*	05 Marks
Portfolio*	05 Marks
Multiple Assessment Tests*	05 Marks
Unit Test/Periodic Tests (AVERAGE OF PT-1 and PT-3)	05 Marks
Mid Term Exam / PT-2	20 Marks
Annual Examination	60 Marks
TOTAL	100 Marks

*Refer to CBSE Circular No.Acad/11/19

PROMOTION POLICY

Passing Criteria for Classes VI - VIII

Assessment of Classes VI and VII will be done on the same examination pattern as of Class VIII.

Passing Criteria for Class VIII

To be declared "Pass" at the end of the session for promotion to the next higher class, a student must secure at least 33% marks in each subject studied by him/her during the session. He/she must secure overall 33% marks i.e., 33 marks out of 100.

- ❖ The promotion to the next higher class will also be subject to the condition that a minimum of 25% marks be scored in each subject in the Annual Examination i.e., 15 marks out of 60.
- ❖ A candidate who does not meet the criteria to be declared "Pass" may be declared "Promoted" at the end of the session, provided they qualify for grace marks.

Re-Examination

A candidate who appears in the Annual Examination can be declared eligible for appearing at the Re-Examination in all the failing subject(s). Such a candidate will be eligible to appear in the subject(s) at a subsequent examination to be held within a period of 1 month from the date of declaration of the result known as the "Re-Examination".

Re-Examination will be conducted on the same syllabus and pattern as of Annual Examination.

Marks obtained in the Subject Enrichment (05 marks) plus marks of Portfolio (05 marks) plus marks of Multiple Assessment (05 marks) plus marks of Periodic Tests/Unit Tests (05 marks) plus marks of Mid Term (20) will be carried forward and added with the marks obtained by the student in the Re-Examination.

CONSOLIDATED FINAL REPORT CARD FOR PROMOTION (RE EXAM)

Subject Enrichment	05 Marks
Portfolio	05 Marks
Multiple Assessment Tests	05 Marks
Unit Test/PT-1 & 3	05 Marks
Mid Term Exam / PT-2	20 Marks
Re-Examination	60 Marks
TOTAL	100 MARKS

To be declared "Pass" in Re-Examination, a student will have to secure at least 25% marks in the subject(s) in which he/she has taken the Re- Examination i.e., 15 marks out of 60, provided that a minimum of 33 marks out of 100 marks are secured in total i.e., Weightage of Re-Examination (60 marks) plus marks obtained in the Mid Term exam (20 marks) and internal assessment (20 marks).

Criteria for Essential Repeat:

If a student does not secure at least 25% marks in the subject(s) in which he/she has taken the Re-Examination and minimum of 33 out of 100 marks in that subject(s) or does not appear in the Re-Examination, he/she will be placed in the category of "Essential Repeat" (ER).

A student of Class VIII who is not eligible for Pass, Promotion and placed in the category of "Essential Repeat" (ER) will be held back in the same class during the next session.

GRADING SCALE FOR SCHOLASTIC AREAS (CLASS - VI-VIII) (School will award grades as per the following grading scale)

MARKS RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
<33 (Essential Repeat)	E

Assessment of Co-scholastic Areas

School based assessment of Co-scholastic areas, Work Experience, Art Education, Health & Physical Education & Discipline will be as per the following 3-point grading scale.

GRADE	LEVEL OF PERFORMANCE
A	Outstanding
B	Very Good
C	Fair

Missed Test / Exams

- A) Re-examinations will be conducted in cases of medical emergencies, participation in competitions (on duty), or the demise of an immediate family member.
- B) Re-examinations will be held for students who miss the Annual Exam due to the above reasons, as well as for those in compartment cases.
- C) In any other exceptional circumstances, the decision will rest with the Head of the School.

D) Use of Unfair Means

If a student is caught engaging in unfair practices during an examination, the exam will be immediately cancelled, and the student will be awarded a zero for that test.

This aligns with the school's Zero Tolerance Policy, applicable to all exams, including Periodic Tests, Unit Tests, Half-Yearly, and Mid-Term exams.

In the case of the Annual Examination, the student will be required to retake the affected subject.

It may be noted, the School Principal reserves the right to take additional disciplinary action, as deemed necessary in case of academic dishonesty.

SCHEME OF ASSESSMENT AND PROMOTION POLICY (2025-26)

CLASS - IX

ATTENDANCE

It is mandatory for every student to maintain a minimum attendance of 75%. Failure to meet this requirement will result in being prohibited from sitting for the final examination or promotion to the next grade level.

Students are strongly discouraged from missing exams unless there is an extreme emergency, such as a contagious illness, fracture, or similar urgent health condition. In such cases, a medical certificate or prescription from a licensed healthcare provider, along with relevant medical reports, must be submitted within 48 hours of the absence.

COMPONENTS OF EXAMINATION

EXAMINATION	ENG/HIN/MAT/SCI/SOCSCI/ SANS/FRN/GER			SKILL SUBJECT (FMM/AI/IT/ ANY OTHER)	DURATION OF EXAMINATION
		M.M	WEIGHTAGE(S)		
PT-1	Pen Paper Test	25	5	--	1 Hour + 5 Minutes of Reading Time
Mid Term Exam	Pen Paper Test	80	30	50 Marks	3 Hours + 15 Minutes of Reading Time (80 Marks Paper) 2 Hours + 15 Minutes of Reading Time for 50 Marks paper
PT-2	Pen Paper Test	25	5	--	1 Hour + 5 Minutes of Reading Time
Annual Examination	Pen Paper Test	80	50	50 Marks	3 Hours + 15 Minutes of Reading Time (80 Marks Paper) 2 Hours + 15 Minutes of Reading Time for 50 Marks paper

INTERNAL ASSESSMENT WILL INCLUDE

- PORTFOLIO (Class work, Peer Assessment, Self Assessment, Achievement of students in the subject, reflections, narrations and journals etc).
- MULTIPLE ASSESSMENTS (Quizzes, oral test, concept map, exit cards, visual expression etc.)
- SUBJECT ENRICHMENT ACTIVITIES (Map work and Project Work for Social Science, Speaking and Listening Skills for languages, Practical work for Science and Lab work for Mathematics)

THE MARKS OF INTERNAL ASSESSMENT WILL BE REFLECTED IN THE HALF YEARLY AND ANNUAL REPORT CARD

Note:-

For schools offering subjects such as Artificial Intelligence, Painting, Home Science, Hindustani Music, Computer Applications, Financial Marketing Management, or any other subject in place of the ones mentioned above, the respective guidelines and procedures for those subjects will be followed

accordingly.

CONSOLIDATED FINAL REPORT CARD FOR PROMOTION

The cumulative result will be calculated as per the following weightage(s):

COMPONENT	WEIGHTAGE (IN %)
Average of PT-1 & PT-2	5
Half Yearly	20
Portfolio	5
Multiple Assessment	5
Subject Enrichment Activities	5
Annual Examination	60
TOTAL	100

PASS CRITERIA

1. In the scholastic area, a student needs to **secure overall 33% marks (both Pen Paper Test & Internal Assessment taken together) (i.e D Grade)** to be able to pass that subject. The promotion is also subject to the condition that a minimum of 25% marks should be secured in Annual Examination.
2. A student scoring less than 33% (i.e E grade) in more than 2 subjects will be detained. Retest is permitted in maximum of 2 subjects only.
3. If a student studies three compulsory subjects i.e., Science, Mathematics and Social Science (Subject 3, 4, 5) and also chooses to study a Skill subject (Subject 6) then the aggregate of best five including two languages (Subject 1 & 2) and the best three (from subject 3, 4, 5 & 6, including Skill subject) can be considered for calculation of percentage.
4. In order to be declared Pass in Skill subjects involving practical, a student has to secure 33% marks in practical and theory separately.
5. It is mandatory for a student to pass in the additional subject in class IX as per passing criteria. For students who are unable to meet the passing criteria, a retest will be scheduled. Failure to fulfill the passing criteria after retest will lead to surrender of the additional subject in Class X.

GRADING SCALE FOR SCHOLASTIC AREAS

(School will award grades as per the following grading scale)

MARKS RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
<33 (Essential Repeat)	E

Re-Examination/ Compartment (Class-IX)

A student scoring less than 33% (i.e E grade) in 2 subjects will be permitted retest in those subjects. The retest will be conducted within a month of Annual Examination.

The Compartment Examination will be conducted on the same pattern of Annual Examination i.e. three hours duration and 80 marks.

Missed Test / Exams

- A) Re-exam will be conducted along with compartment exam for cases of medical /on duty for competition /death of immediate family member.
- B) In any other specific case, the decision will rest with the school promotion committee.

Use Of Unfair Means:

If a student is found engaging in any form of unfair practice during the course of an examination, the examination will be immediately cancelled, and the student will receive a zero for that test.

This is in accordance with the school's Zero Tolerance Policy. The policy applies to all examinations, including Periodic Tests, Unit Tests, Half-Yearly, and Mid-Term exams.

For the Annual Examination, the student will be required to appear for a re-test in the affected subject.

It may be noted, the School Principal reserves the right to take additional disciplinary action, as deemed necessary in case of academic dishonesty.

ASSESSMENT OF CO-SCHOLASTIC AREAS

School based assessment of Co-scholastic areas, Art Education, Health and Physical Education, Discipline will be internally assessed on the following 5 point scale.

GRADING SCALE FOR CO-SCHOLASTIC AREAS

GRADE	CONNOTATION
A	Outstanding
B	Excellent
C	Very Good
D	Good
E	Average

SCHEME OF ASSESSMENT AND PROMOTION POLICY (2025-26)

CLASS XI

ATTENDANCE

Every student must have a minimum of **75% attendance**, failing which he/she will not be allowed to sit in the final examination/will not be promoted to the next higher class, as per the CBSE guidelines.

Please discourage the student from missing an exam unless on grounds of extreme emergency like a contagious disease, fracture etc. for which a medical certificate /prescription from a certified medical practitioner and supporting medical reports must be submitted within 48 hours of the absence.

SCHEME OF ASSESSMENT

The Unit Tests will be conducted for **25 Marks** each.

Half Yearly and Annual exams will be conducted as per CBSE Assessment Scheme.

Compulsory portion of Internal Assessment / Project work / Practical in all subjects is of at least 20 Marks.

PASS CRITERIA FOR CLASS XI

In order to be declared as having passed the Class XI Examination, the student must have obtained:

(A) It is mandatory for a student to score 33% marks individually in all subjects in the final examination (theory as well as practical), and 33% marks in the cumulative score of individual subjects. The theory cumulative total is computed as follows:

- **20% of UT**
- **20% of HALF YEARLY**
- **60% of ANNUAL EXAMINATION**

The numerical sum of the above weighted scores will be converted on a base of 80/70/60/40/30 as per the CBSE norms for that specific subject theory component.

(B) A school will have 02 rounds of Unit Tests.

(C) It is mandatory that a minimum subject wise score of 33% in Annual Examination is scored.

BOTH THESE CRITERIA (A AND C) MUST BE FULFILLED FOR A CHILD TO BE DECLARED PASSED AND PROMOTED.

DURATION OF EXAMS

The maximum time allotted for all subjects shall be as per the CBSE norms.

ADDITIONAL SUBJECTS

It is mandatory for a student to pass in the additional subject in Class XI as per the above passing criteria. For students who are unable to meet the passing criteria, a retest will be scheduled.

Failure to fulfill the passing criteria after retest will lead to surrender of the additional subject in Class XII.

GRADING SCALE FOR SCHOLASTIC AREAS

(School will award grades as per the following grading scale)

MARKS RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
0-32	E*

*Essential Repeat

ELIGIBILITY FOR RETEST IN CLASS 11 / DETENTION:

- A candidate obtaining less than 33% in one subject only will qualify for a retest in the specific subject.
- A candidate securing less than 33% in the retest shall be detained.
- A candidate obtaining less than 33% in two or more subjects will be detained.
(To be fair to the child who has been detained he/she should be allowed to change his/her subjects and repeat Class XI).

MISSED/RETEST EXAMS

- For students who are new admissions, have participated in inter-school activities or represented the school in any event, or missed the Half Yearly examination due to valid medical reasons, proportionate marks will be allocated accordingly.
- If a student is participating in Inter school activity or representing the school in any activity or has missed the Annual exam due to genuine medical reasons, retest shall be conducted only once and shall be held as per the declared schedule.

USE OF UNFAIR MEANS:

If a student is found engaging in any form of malpractice during an examination, the test will be deemed invalid, and the student will receive zero marks in accordance with the school's zero-tolerance policy. This rule applies to Periodic Tests, Unit Tests, Half Yearly, and Mid-Term Examinations.

Students found using unfair means during the Annual Examination will be required to retake the test for that subject. The date and time for the re-examination will be communicated by the Exam Cell.

It may be noted, the School Principal reserves the right to take additional disciplinary action, as deemed necessary in case of academic dishonesty.

Assessment of Co-scholastic Areas: _

Assessment of co-scholastic areas will be done as per CBSE guidelines